

TOWN OF TREMONT

POLICY FOR THE DISPOSITION OF TOWN RECORDS

The retention and disposition of local government records are governed by the Code of Maine Rules, Department 29 - Secretary of State, Departmental Unit 255 - Maine State Archives, Chapter 10. Rules for Disposition of Local Government Records.

Basis Statement:

Chapter 10 implements that provision of Title 5 MRSA § 95-B which provides that no record shall be destroyed or otherwise disposed of by any local government official except as provided by the Archives Advisory Board. The rules prescribed in Chapter 10 establish the procedures for the disposition of such records.

Chapter 10 § 4. A. Destruction of Records:

Unless otherwise specified by statute or rule, records may be destroyed by shredding, pulping, burning, burial, or other effective means. The removal and destruction process shall be supervised by the official in whose custody the records are held in order to prevent the inadvertent removal and destruction of records of continuing value.

Disposition Schedule A:

Records (regardless of media) are scheduled for retention by the office which has legal accountability. Additional copies held only for convenience are not records, and may be destroyed when no longer needed.

Additional Policies of the Town of Tremont:

Availability:

Copies of Chapter 10 and the disposition schedules are available at the Tremont Town Office.

Disposition of Records:

When it becomes necessary to dispose of records the accountable department head shall inspect the records to be destroyed in the presence of the Tremont Town Manager. When the accountable department head is the Town Manager then the Town Manager shall inspect the records to be destroyed in the presence of the Tremont Town Clerk.

Personnel Records

The Tremont Town Manager is responsible for creating and maintaining centralized personnel files for all employees. The Town Manager will also retain files concerning applicants for positions with the Town of Tremont and personnel files of former employees. Personnel files should include such records and information to document the employee's personnel actions during his/her employment with the Town of Tremont. Departments or Divisions may create and maintain supplemental working personnel files for their convenience but any records of a permanent nature should be included in the files in the centralized Office of the Tremont Town Manager. Employee personnel files are considered confidential documents. Only those persons with the right to know or the need to know may have access to the personnel files. Any employee has the right to inspect his/her personnel file or, at his/her expense, to receive copies of his/her own file. Requests to view or inspect centralized personnel files should be made in advance to the Tremont Town Manager.

The Policy for the Disposition of Town Records described above, adopted and implemented this nineteenth day of January, 2004.

Scott Harper

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